

Sarajevo, 26<sup>th</sup> of November 2018

## **Regional Project Manager**

### **1 full-time position**

The Friedrich-Ebert-Stiftung Regional Dialogue Southeast Europe is inviting applications for the position of a Regional Project Manager for the years 2019 – 2021 with a possibility for extension. The selected individual is **expected to work on the following tasks:**

- Management of projects related to social and economic policy in Southeast Europe (with a special emphasis on the Western Balkans);
- Operational responsibility for the conceptualization, planning, preparation, budgeting, implementation, reporting and evaluation of projects;
- Authoring policy and research briefs and analyses;
- Preparation of reports on project activities;
- Content-related editing of publications;
- Communication and cooperation with partner organizations and experts (mainly representatives of civil society, grassroots organizations, trade unions, institutes and academic institutions) as well as regular communication with other FES offices in the region on operational matters;
- Supporting external communications;
- Supporting financial planning;
- Supporting and advising the Head of Office.

### **Qualifications**

- Master's degree in the fields of economics, public administration, law, sociology, political science or equivalent;
- Minimum of two years of professional experience in project management with work experience in an international setting being an asset;
- An excellent command of English and Bosnian/Croatian/Serbian including scientific and policy drafting skills; fluency and drafting skills in German are an asset;
- Proven track record in community engagement.

### **About the Friedrich-Ebert-Stiftung Dialogue Southeast Europe**

The Friedrich-Ebert-Stiftung (FES) is the oldest political foundation in Germany with a rich tradition dating back to its foundation in 1925. Today, it remains loyal to the legacy of its namesake and campaigns for the core ideas and values of social democracy: freedom, justice and solidarity. It has a close connection to social democracy and free trade unions.

After more than two decades of engagement in Southeast Europe, the FES recognizes that the challenges and problems still facing this region can best be resolved through a shared regional

framework. Our commitment to advancing our core interests in democratic consolidation, social and economic justice and peace through regional cooperation, has since 2015 been strengthened by establishing an infrastructure to coordinate the FES' regional work out of Sarajevo, Bosnia and Herzegovina: the Regional Dialogue Southeast Europe (Dialogue SOE). To that end, Dialogue SOE provides analysis of shared challenges in the region and develops suitable regional programs and activities in cooperation with the respective FES offices.

For more information on the work and activities of the FES Dialogue SOE please visit our website: [www.fes-soe.org](http://www.fes-soe.org)

### **Applying**

Interested individuals should send their **CV, University Diplomas** and a meaningful **Letter of Interest** until the **21<sup>st</sup> of December 2018 (Friday, 1 pm, CET)** to [info@fes-soe.org](mailto:info@fes-soe.org)

Due to administrative reasons, **only B&H nationals are eligible** to apply.

The selected individual should start working in **January or early February 2019**. Shortlisted candidates will be contacted by the **5<sup>th</sup> of January 2018** in order to schedule an interview.

For any additional questions, please do not hesitate to contact us on [info@fes-soe.org](mailto:info@fes-soe.org)